FASTDATA
"FREQUENTLY ASKED QUESTIONS"

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ADMINISTRATIVE AMENDMENTS

Q: I created an Administrative Amendment to a document, but when I print it, the line of accounting does not show. How do I fix this?

- **A: Adding any type of verbiage to the Line Item will enable printing of the LOA on the Administrative Amendment. For documents with no line items, such as the NC2275, an increase in the cost would be required for the LOA to print.**

B1 FILE IMPORTS

Q: Some of my B1 files are not importing successfully when I use the manual process. What could the problem be?

A: If there is a "#" in your file name, it may not process correctly. An SCR exists to correct this problem for future imports. In the meantime, please just ensure your file name is constructed without a "#".

B-1 INSERT

Q: When should I use the B-1 insert?

A: The B-1 insert should only be used as a last resort. Users are encouraged to use the application when it is available. Use of the B-1 insert to do things like adding or modifying contract data may result in unpredictable results.

CANCELLATIONS

Q: I'm trying to cancel Amendment 1 of my DD448 but am unable to do so. The document also has an Amendment 2. Can you help?

A: For a NC2275, NC2276 and DD448, only the most recent amendment (or Initiation amendment) may be cancelled.

CONTRACTING

Q: Why can I no longer update the contract amount on the CAE screen?

A: Because users now have the capability to make all necessary changes to contract amounts in the Edit Contract process.

Q: When I change my contract from partial to final in FASTDATA, will I see any transactions in STARS?

A: Changing a contract from partial to final, for the same amount, will not send anything up to STARS.

COST REDISTRIBUTION

Q: I created a Cost Redistribution in the FA. The transaction posted in STARS, but the document is on the Recon report. It shows expended in STARS, but the expenditure did not show in FD - it shows as obligation.

A: With Release 10-1G, STARS no longer generates an EV for Valid CR records. Rather, STARS sends the CR record back to FASTDATA in a VALID File, and FD creates the EV. There is a new job called "Receive CRCTs that passed STARS-FL validation (VALID)". If you turn this job on and allow the VALID file to process, FASTDATA will create the expenditures, and the "Send Expenditures to the Site(s)" job will post them to the documents.

Q: I created a Cost Redistribution in the FA but it was for $1.00 too much. It did come back on an INVALID report, but when I went into CR Update, it did not allow me to update the CR record. I thought we were going to be able to correct and resend CR after Release 10-1G.

A: With Release 10-1G, FASTDATA will process the INVALID feedback and reset statuses to allow you to update and resubmit a CR done in error. There is a new job called "Receive CRCTs that failed STARS-FL validation (INVALID)." Processing the INVALID will open the Cost Redistribution record back up for you to edit and resend to STARS.

Q: What are the new procedures for Cost Redistributions after the 10-1G Release?

A: The new Cost Redistribution steps (post Release 10-1G) are:

- **FD User creates Cost Redistribution and sends to STARS.**

- **If valid, STARS generates EV (but does not send EV to FD) and sends CR record back to FD in VALID file. If not valid, STARS sends CR record back to FD in INVALID file along with error message.**

- **FD users must now turn on the new jobs listed below to allow the VALID and INVALID to process:**
  - **"Receive CRCTs that failed STARS-FL validation (INVALID)"**
  - **"Receive CRCTs that passed STARS-FL validation (VALID)"**

- **If a CR record is on the VALID file, FASTDATA will create the expenditures (FA CR) and send them to the Site(s). (Site EVs are created at the time the Site CR is released.) Processing the INVALID will re-open the Cost Redistribution record for the user to edit and resend to STARS.**

CREDIT CARD CROSS REFERENCE

Q: Why doesn't anything show up in my TO dropdown in CCXREF?

A: CCXREF "To" documents <u>cannot</u> be one of the following: Civ Labor; DD1155; DD1131; Fuel Chit; NC2061; Non-preceded exp; SF 1034; SF1164; SF30 or SF44. Other rules that apply to the CCXREF "To" document are listed below:
- **It cannot have a status of IN USE, CANCELLED or be an INITIATION**
- **It cannot be an MPC credit card document**
- **It can have NO contract OR if it has a contract, it must be final**
- **It cannot have a receipt or expenditure posted to it**
- **It cannot be previously cited as a requisition/ACRN on a saved, but not released cross reference.**
- **It cannot have an amendment in an Initiation status.**
- **If the "To" document is an NC2276 that is >=$25000, it must be accepted.**
- **If the "To" document is a DD448, Category 2, it must be accepted.**

CUSTOMER SUPPORT

Q: What is the proper "chain of command" for assistance with FASTDATA issues?

A: See the topic below entitled HELP WITH FASTDATA ISSUES.

DTS JON MISMATCH IN STARS-FL

Q: When I change a DTS JON in FASTDATA, the RT transaction keeps falling out in STARS-FL as a JON Mismatch. What can I do to correct the problem?

A: If you need to change the JON on a DTS document, wait until the document expends (is finalized) then perform a Cost Redistribution in FASTDATA and let it flow to STARS. If you have already changed the JON in FASTDATA before discovering the issue, change it back; suspend the RT; then do the Cost Redistribution.

FINANCIAL FRAMEWORK REORGANIZATION

Q: May I use the Financial Framework Reorganization function to move a NON-Labor Authorization to a Labor Authorization?

A: No, moves of Authorizations and JONs between Non-Labor/Both and Labor categories are not allowed.

HELP WITH FASTDATA ISSUES

Q: What is the proper "chain of command" for assistance with FASTDATA issues?

A: If you are a Site user, first contact your FA. If they cannot answer your question, they will contact the System Administrator (or Alternate). If there is still an unresolved issue, contact the FASTDATA Help Desk at the following email address: fastdata.helpdesk@navy.mil. See the Customer Support section of the FASTDATA Website at https://fastdata.navy.mil/info for further information.

JON MASS UPDATES

Q: I am attempting to use the new JON Mass Update process, but my changes are not being applied. What could the problem be?

A: Perhaps your JON is still in an unmatched status, i.e. not yet matched to an Authorization. In these cases, the JON changes cannot be applied. An SCR is in existence to further examine these situations.

NC2276A

Q: I created a NC2276A with estimated reimbursable and direct amounts. The acceptance came back with different amounts but I am not able to change the amounts on the acceptance screen. What can I do?

A: Create an amendment to adjust the dollar amounts, then accept the document.

NEGATIVE EXPENDITURES

Q: What effect do negative expenditures have on the Actual Cost of a document?

A: Scenario 1 – If DCN/ACRN has NO final expenditures and NO final receipt and a positive obligated amount and a positive receipt amount, and negative expended amount, the FD actual cost will be the greater of the three amounts.

A: Scenario 2 – If DCN/ACRN has NO final expenditures and NO final receipt and obligated and receipt amounts are zero, and negative expended amount, the FD actual cost will be the credit expenditure amount.

NON-PRECEDED EXPENDITURES

Q: How do I handle Non-preceded expenditures?

A: You may use the B1 insert with "N" record type to get the obligation on the books; however this does leave the non-preceded expenditure on the books as well. If you believe you may have to amend or contract the document in the future, you would not use the insert button but would have to contact the Help Desk and request assistance from the Data Base Administrator (DBA).

Note: SCRs exist to allow the following:
    Return of the non-preceded to the FA
    Conversion of non-preceded expenditures to other doc types
    Establishment of suspension rules for all non-preceded expenditures

OMB OBJECT CLASS

Q: I created a document with an OMB Object Class of 260; and I see the 260 when I print the document. However, when I display the document, I see "000" for the OMB Object Class. Why is that?

A: There is an SCR to fix your scenario, but until implemented, it is true that while the OMB Object Class does print correctly, the display still shows "000" until the SCR is implemented. Timeframe is unknown at this time.

OUTYEAR

Q: Why don't any of my RCs appear on the Process Outyear list?

A: You must process the Resource Authorization (RA) to the Outyear before processing RCs.

Q: What steps have to be taken to process multi-year appropriations to the outyear?

A: You must first go into the Outyear and add the subheads that are to be used.

PAA CODE on the LOA

Q: I'm creating a DD448 in my Allotment Accounting RC. Why doesn't a PAA code appear in the line of accounting?

A. For Allotment Accounting, the PAA Code must exist on the Accounting tab of the JON in order for it to appear in the LOA.

PRIOR YEAR AUTHORIZATION UPLOADS to STARS-FL

Q: What effective date should I use when entering RC Funds (Exe Code 110) and Auth Funds (Exe Codes 010/121s) to go to STARS-FL for prior years?

A: Ensure all prior year adjustments are made in the current month (budget builder)/quarter so the 110/010/121 execution codes will process immediately. There is an outstanding system change request to fix this in the future.

RC/AUTH UPLOADS TO STARS-FL FOR RETIRING FAs

Q: Is there special processing for FAs that I will no longer use at the end of the fiscal year?

A: If you have an FA that will no longer be used at the end of the fiscal year, and you will continue to adjust its Authorized funds and send to STARS via the RC/Auth Interface, you must process year end so that the last fiscal year of the FA is set as the Current Year minus one in FASTDATA. This will ensure that funds adjustments go to STARS immediately as prior year adjustments. For example, if FA N12345 will no longer be active after FY2012, at the end of the grey period in October 2012, run yearend so that the Current Year in FASTDATA is FY2013. That way, adjustments made to FY12 and prior year funds will go to STARS immediately.

RECONCILIATION REPORT

Q: Where can I find help in working the items on my Reconciliation Report?

A: The FASTDATA Informational Website provides several User Guides that contain detailed instructions for all the possible scenarios on the Reconciliation Report errors.

Documentation:
- **Fund Administrator User Guide, Appendix D**
- **Site User Guide, Reconciliation Process, Page 349**
- **BUPERS FASTDATA Web Training Guide**

REPORT FILTERING

Q: When I enter a DCN or JON in the designated Filter area and select the Filter button, all of my other criteria such as RC and OPTAR are being reset. What can I do?

A: First, enter your desired DCN or JON and select filter. AFTER your screen refreshes with your selection(s), highlight the selections and then add other desired criteria such as RC and OPTAR and Run Report. Please be aware that the report results must meet ALL specified criteria, not just the DCN or JON, so if the RC or OPTAR selected are not the proper "owners" of the DCN or JON, the report will display No Results Found.

An SCR has been written to address this issue.

REPORT PROBLEMS

Q: I'm trying to call up a report, but it just hangs up. My example is the DSL, where I filtered to see all my "TO" documents (i.e. the DCN filter is "*TO*") and then I selected them all before running the report. What could the problem be?

A: There may be too many individual DCNs selected for the report to run. When explicitly selecting a large number of report parameters, especially ones such as DCN and JON, it is possible that the report may not run. The system was built to allow a reasonable number of values to be selected for each report parameter – up to around 20 or so values each parameter. In cases like this, you may want to either try to select at a higher level – e.g., selecting the OPTAR, RC, and or JON, instead of the DCNs – or else run the Excel version of the report with no filtering, and then open the spreadsheet and limit the data as desired.

REVERSING QUANTITY AND AMOUNT

Q: I'm trying to back out an amount for which I entered a quantity and unit price, but the system keeps giving me an error that the unit price cannot be less than zero ($0). What can I do?

A: You may enter a negative Quantity and positive unit price and the system will calculate a negative amount; or you may go directly to the Amount field and enter the desired negative amount.

SYSTEM ACCESS REQUIREMENTS

Q: Is a Security Clearance required to work in FASTDATA?

A: No, but some form of background/records check must be conducted. Acceptable ones are: NACL, NACI, ANACI, and SSBI. See the Customer Support section of the FASTDATA Website at https://fastdata.navy.mil/info for further information.